



## Registration Information – Please Review Carefully!

### Early/School-Age Care and Education Professional Classes

The **Division of Child Care and Early Childhood Development**, of the Virginia Department of Social Services, provides classes throughout the Commonwealth of Virginia for early/school-age care and education professionals. This catalog includes the following:

- Classes for the Fall 2011 Semester – including a calendar of classes by region
- Other Resources
- Additional Educational Opportunities
- Virginia Professional Development Career Lattice

The VDSS training catalog may be viewed at [www.dss.virginia.gov/family/cc/development\\_catalog.cgi](http://www.dss.virginia.gov/family/cc/development_catalog.cgi).

These classes are open to early/school-age care and education professionals from:

- Licensed child day centers
- Certified preschools
- Public school preschool programs
- Voluntarily registered family day homes
- Unregulated child care providers paid by local departments of social services
- Religious exempt child day centers
- Early Head Start / Head Start programs
- Licensed family day homes
- Family day homes approved by a family day system
- Other early/school-age care and education professionals

#### GENERAL INFORMATION

- Carefully review the catalog and the registration procedures and payment options.
- Use the Fall 2011 Calendar of Classes by Region to help locate classes in your area.
- Photocopy the VDSS Class Registration Form as needed and **fully complete one (1) form per participant**.
- Make a copy of the completed VDSS Class Registration Form for your records before you submit it.
- Community College Workforce Alliance (CCWA) will mail class confirmation letters and directions once registrations have been received.
- If the class is filled or your registration arrives late, your payment will be returned to you. CCWA MUST RECEIVE REGISTRATION SEVEN (7) DAYS PRIOR TO THE CLASS DATE. No late registration will be accepted.
- A \$15 fee will be charged on checks returned for insufficient funds.
- Refreshments will not be provided. However, you may bring your own.

# Registration Information



## Registration Procedures and Payment Options – Please review carefully!

### REGISTRATION OPTIONS

#### 1. To Register for Classes by Mail

- Fully complete the VDSS Class Registration Form on page 4 (**one (1) form per participant**).
- **REMINDER:** Make a copy of the completed VDSS Class Registration Form for your records **before** you mail it!
- Mail the form with your payment made payable to:

**COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA)**

ATTN: Child Care Classes (NR)

P.O. Box 85622

Richmond, VA 23285-5622

#### 2. To Register for Classes by Fax (Credit Card Payments Only!)

- Fax your completed Registration Form (credit card payment information must be completed) to: (804) 371-3414

#### 3. To Register ONLINE (Credit Card Payments Only!)

- Go to: [www.ccwa.vccs.edu](http://www.ccwa.vccs.edu)
- Click on: **VDSS Child Care Training**
- Select your class
- Complete the Online Registration Form (credit card payment information must be completed)
- Click Submit. (You will receive a confirmation that your registration has been received. This is NOT your confirmation to attend the class. CCWA will mail class confirmation letters and directions after registrations are processed.)

### ATTENDING CLASSES

- You **MUST** bring your class confirmation letter to the class in order to be admitted and to receive a certificate.
- If you have not received a confirmation letter at least one week prior to the class date, please call the CCWA office at (804) 523-2298 or email [VDSSclasses@ccwa.vccs.edu](mailto:VDSSclasses@ccwa.vccs.edu).
- Do not attend the class unless you receive a confirmation letter or verify with CCWA that you are registered.
- Walk-ins are NOT allowed. People who arrive at a class without pre-registering will not be admitted.
- If you are unable to attend or plan to send a substitute in your place, please call the CCWA office as soon as possible at (804) 523-2298.
- **Be on time.** Review directions and a map in advance to avoid getting lost. Clock hours will be reduced on the training certificate if you arrive late or leave early.
- Children are **NOT** allowed at VDSS classes. Participants bringing children will not be admitted.

### REFUNDS

Participants may withdraw up to five business days before the class is scheduled to begin and receive a refund. No refunds are provided after this time. **To withdraw from a class, you must notify CCWA in writing.** Refund checks come from the Virginia State Treasury office and generally **will take six weeks to process.**

### CANCELLED CLASSES

Each class is offered on the condition of adequate enrollment; VDSS and CCWA reserve the right to cancel or discontinue any class because of low enrollment or for other reasons deemed sufficient. VDSS and CCWA reserve the right to make the necessary changes in this schedule that may be dictated by enrollment, personnel requirements, or availability of facilities. **If a class is cancelled by VDSS or CCWA, a credit will be issued toward a future class.**

### CONTINUING EDUCATION UNITS (CEU)s

In addition to the clock hours you will earn for each class, all VDSS early/school-age care and education professional classes now offer CEUs. The number of CEUs awarded depends upon successful class completion and varies according to class length. 0.1 CEU is awarded for each hour of actual instruction (e.g., a 4-hour class = 0.4 CEUs).

The Community College Workforce Alliance (CCWA) is a partnership between J. Sargeant Reynolds Community College and John Tyler Community College to serve the workforce and economic development needs of the region.

# Training Classes and Fees for Fall 2011



TOPIC/TITLE	HOURS	COURSE NUMBER	FEES PER PERSON	PAGE NUMBER
Ages & Stages of Development of Preschoolers Ages Three to Five Years Old	4	CHLD 2002	\$20	Page 12
Ages & Stages of Development for School-Age Children 5 to 8 Years Old	4	CHLD 2079	\$20	Page 12
Ages & Stages of Development for School-Age Children 9 to 12 Years Old	4	CHLD 2080	\$20	Page 13
AI's Caring Pals (2 Day class)	10	CHLD 2062	\$40	Page 14
Child Abuse and Neglect: Recognition and Reporting for School-Age Children	4	CHLD 2084	\$20	Page 15
Chronic Health Conditions in Early Childhood	4	CHLD 2064	\$20	Page 15
Clubs and Special Interest Groups For School-Age Children	4	CHLD 2082	\$20	Page 16
Controlling Communicable Illness in the Early Childhood Classroom	4	CHLD 2065	\$20	Page 16
Creating an Age-Appropriate Learning Environment for Preschoolers	4	CHLD 2003	\$20	Page 17
Creating Appropriate Learning Environments in School-Age Child Care	4	CHLD 2078	\$20	Page 17
Creative, Healthy Cooking with Young Children	4	CHLD 2073	\$20	Page 18
Creative Junk for Fun and Learning	4	CHLD 2060	\$20	Page 18
Developing Healthy Habits in Young Children	4	CHLD 2074	\$20	Page 19
Ethics for Early Childhood Professionals	4	CHLD 2072	\$20	Page 19
Food Safety in the Child Care Environment	4	CHLD 2070	\$20	Page 20
Guiding the Behaviors of Preschool Children Ages Three to Five	4	CHLD 2005	\$20	Page 20
Guiding the Behaviors of School-Age Children	4	CHLD 2048	\$20	Page 21
Health Makes a Difference in Early Childhood	4	CHLD 2063	\$20	Page 21
Health Screening for Child Care Professionals in School-Age Child Care	4	CHLD 2085	\$20	Page 22
Homework, Holiday & Summer Activities for School-Age Children	4	CHLD 2083	\$20	Page 22
Inclusion: Making Changes to Support All Children through Individualization	4	CHLD 2035	\$20	Page 23
Incorporating Creativity into Early Childhood Curricula	4	CHLD 2058	\$20	Page 24
Making Meal Times Fun in the Early Childhood Classroom	4	CHLD 2069	\$20	Page 24
Management of Injuries and Acute Illness in Early Childhood	4	CHLD 2067	\$20	Page 25
Movin' and Groovin': Using Movement to Help Young Children Learn	4	CHLD 2056	\$20	Page 25
Music in the Early Childhood Classroom	4	CHLD 2055	\$20	Page 26
Nutritional Guidelines in Early Childhood	4	CHLD 2068	\$20	Page 26
Observation and Recording of School-Age Children	4	CHLD 2076	\$20	Page 27
Observing and Recording the Creative Process in Young Children	4	CHLD 2059	\$20	Page 27
Partnerships with Parents of School-Age Children	4	CHLD 2077	\$20	Page 28
Pinch, Pull, Twist, and Turn – Small Motor Development in Early Childhood	4	CHLD 2061	\$20	Page 28
Planning Age and Stage Appropriate Activities for Preschoolers	4	CHLD 2004	\$20	Page 29
Planning Appropriate Activities for School-Age Children	4	CHLD 2081	\$20	Page 29
Preschool Cognitive Activities	4	CHLD 2049	\$20	Page 30
Preventing Injuries in the School-Age Environment	4	CHLD 2086	\$20	Page 31
Promoting Creativity and Including All Children	4	CHLD 2051	\$20	Page 31
Roles of Imagination, Play and Dramatic Play in Early Childhood	4	CHLD 2052	\$20	Page 32
Safety in a Quality Early Childhood Environment	4	CHLD 2066	\$20	Page 32
Storytelling in the Early Childhood Curriculum	4	CHLD 2057	\$20	Page 33
Teaching Young Children about Health, Safety and Nutrition	4	CHLD 2071	\$20	Page 33
Three Dimensional Creative Activities for Young Children	4	CHLD 2054	\$20	Page 34
Two Dimensional Creative Activities for Young Children	4	CHLD 2053	\$20	Page 34
Why is Creativity Important?	4	CHLD 2050	\$20	Page 35

# VDSS Class Registration Form

NOTE: This form cannot be submitted electronically from the VDSS website. Fill out, print and mail or fax to CCWA. You can either print a copy of the blank form and write in the requested information, or you can type the requested information directly into the Registration Form and print it. You cannot save data typed into this form. Mail or fax the completed form(s) to CCWA as directed at the bottom of the form.



## One Registration Form Per Participant

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Full Middle: \_\_\_\_\_

Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Gender: ☐ Male ☐ Female

Former/Maiden Name, if any: Last: \_\_\_\_\_ First: \_\_\_\_\_ Full Middle: \_\_\_\_\_

Have you ever attended or been employed by a Virginia community college? ☐ No ☐ Yes If yes, please provide your EMPLID: \_\_\_\_\_

Racial / ethnic group (optional): ☐ American Indian ☐ Asian or Pacific Islander ☐ Black ☐ Hispanic ☐ White ☐ Other: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Home phone: ( \_\_\_\_\_ ) \_\_\_\_\_

## Mailing Address—Confirmation Letter Will Be Mailed to this Address (Please check one.) ☐ Home ☐ Business

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City or county of residence: \_\_\_\_\_

Employer business name: \_\_\_\_\_

Employer business phone: ( \_\_\_\_\_ ) \_\_\_\_\_, extension: \_\_\_\_\_ Business fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Employer business street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Please enroll me in the following early/school-age care and education professional class(es)

Course Number	Reg. No.	Course Title	Date	Location	Cost
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

## Payment Information

☐ Check (make payable to CCWA) Check #: \_\_\_\_\_

☐ Credit Card ☐ Visa ☐ MasterCard Credit card #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

CVV number (3-digit security code found on the back of your credit card): \_\_\_\_\_

Cardholder's name (please print): \_\_\_\_\_

Agency / corporate card? ☐ No ☐ Yes Employer name: \_\_\_\_\_ EIN no: \_\_\_\_\_

\*Participant's Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## Mail the form with your payment made payable to

Community College Workforce Alliance (CCWA), ATTN: Child Care Classes (NR), P.O. Box 85622, Richmond, VA 23285-5622 OR

## Fax this form with credit card information to: (804) 371-3414

**For questions, please call CCWA at (804) 523-2298 or email [VDSSclasses@ccwa.vccs.edu](mailto:VDSSclasses@ccwa.vccs.edu). To view the catalog, visit the Virginia Department of Social Services at [www.dss.virginia.gov/family/cc/development\\_catalog.cgi](http://www.dss.virginia.gov/family/cc/development_catalog.cgi).**

## Notes

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